



**MINUTES OF THE MEETING OF THE
LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
AUGUST 12, 2004**

1. **CALL TO ORDER; ROLL CALL**
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY MET IN REGULAR SESSION, THURSDAY, AUGUST 12, 2004 AT 4:00 P.M. THE FOLLOWING MEMBERS WERE PRESENT: CHAIR RIPPEY, COMMISSIONERS MARTIN, KAY, LUPORINI AND WAGENKNECHT. COMMISSIONERS SLAVENS AND EISELE WERE EXCUSED. ALTERNATE MEMBER IN ATTENDANCE: COMMISSIONER DODD.
2. **PLEDGE OF ALLEGIANCE**
COMMISSIONER DODD LED THE SALUTE TO THE FLAG.
3. **PROCEDURAL ITEM: APPOINTMENT OF CHAIR & VICE-CHAIR (see Agenda #8a)**
4. **APPROVAL OF MINUTES**
APPROVED MEETING MINUTES OF JUNE 10, 2004.

K-W-M-R-L
AIF
5. **PUBLIC COMMENT**
PROPERTY OWNER, ROBERT MACK ASKED THE COMMISSION TO ASSIST IN EXPEDITING THE APPOINTMENT OF 4 CIRCLE OAKS WATER DISTRICT SEATS. THEY CURRENTLY DO NOT HAVE A QUORUM DUE TO THE BOARD VACANCIES, AND HAVE ISSUES THAT NEED TO BE RESOLVED. THE COMMISSION INFORMED MR. MACK THAT LAFCO DOES NOT HAVE THE AUTHORITY TO ENFORCE CHANGES ON DISTRICT BOARDS, HOWEVER, LAFCO WILL ASSIST WHERE POSSIBLE.
6. **CONSENT CALENDAR**
 - a) **FY03-04 Budget Close of Books (action)**
The Commission will consider authorizing adjustments to its FY03-04 Budget to reconcile accounts and close the books.
APPROVED STAFF RECOMMENDATIONS.
 - b) **FY04-05 Budget Adjustment for Staff Services Analyst II Extra-Help (action)**
The Commission will consider a budget adjustment to transfer \$10,000 from the Professional Services Reserve to fund an extra-help position. This employment arrangement is proposed in lieu of executing a contractual arrangement approved by the Commission at its June 10, 2004 meeting.
APPROVED STAFF RECOMMENDATIONS.
 - c) **FY04-05 Budget Amendments for CALAFCO Funds (action)**
The Commission will consider amendments to its FY04-05 Budget: (1) a revenue account (45002000: ST-CALAFCO) and an expenditure account (52201000: CALAFCO) will be added to the budget; and (2) adjustments of \$7,143.53 will be made to the newly added accounts.
APPROVED STAFF RECOMMENDATIONS.

6. CONSENT CALENDAR continued:

d) **LAFCO Copier – Divestment of Fixed Asset and New Lease (action)**

The Commission will consider authorizing staff to divest LAFCO of one fixed asset (Savin digital document machine) and enter into a lease agreement for a new copier/digital document machine.

APPROVED STAFF RECOMMENDATIONS.

e) **FY04-05 Professional Services Agreement #04-02 between LAFCO and Cotton/ Bridges/ Associates (action)**

The Commission will consider authorizing changes to a professional services agreement it authorized at its June 10, 2004 meeting.

APPROVED STAFF RECOMMENDATIONS.

f) **CONDUCTING AUTHORITY RESOLUTION: *Chardonnay/Eagle Vines District Annexation to the Napa Sanitation District* (action)**

The Commission will review the results of the conducting authority hearing for this annexation and adopt a resolution noting the results of the proceedings.

ADOPTED RESOLUTION

R-04-20

g) **Request for Extension of Time – *Buhman Court District Annexation to the Napa Sanitation District* (action)**

The Commission will consider a request of the property owner to extend by 12 months the deadline for completion of the terms and conditions imposed by LAFCO Resolution 03-23. The proposal was approved by the Commission on October 9, 2003, and is meant to facilitate the construction of a single-family residence (APN: 050-170-050).

APPROVED CONSENT CALENDAR ITEMS 6a THROUGH 6g.

M-W-R-L-K

AIF

7. PUBLIC HEARING
NONE

8. COMMISSION ACTION ITEMS

a) **Adoption of Policy on the Appointment of Chair and Vice-Chair**

The Commission will consider adopting a policy on the appointment of its chair and vice-chair.

COMMISSIONER RIPPEY WAS NOMINATED CHAIR, AND COMMISSIONER KAY WAS NOMINATED VICE-CHAIR FOR THE REMAINDER OF 2004. ALSO, THE COMMISSION APPROVED STAFF RECOMMENDATIONS BY ADOPTING THE *POLICY ON THE APPOINTMENT OF CHAIR AND VICE-CHAIR*, AND VOTED TO ROTATE SEATS ANNUALLY WITH COMMISSIONER LUPORINI SERVING AS CHAIR BEGINNING JAN. 1, 2005. THE COMMISSION ALSO ADOPTED THE CHANGES TO THE *POLICY TO ESTABLISH THE OFFICERS OF THE COMMISSION*.

M-L-R-W-K

AIF

b) **Response to 2003-04 Report of Napa County Grand Jury**

The Commission will consider its response to the Grand Jury's Water Report.

THE COMMISSION AND EXECUTIVE OFFICER COMMENDED ANALYST KEENE SIMONDS ON THE PREPARATION OF THE RESPONSE LETTER.

THE COMMISSION DIRECTED THE STAFF TO SEND THE RESPONSE TO THE GRAND JURY.

8. COMMISSION ACTION ITEMS continued:

c) **LAFCO Committee on Policy and Procedures: Report and Request for Direction**

The Commission will consider a report of its ad-hoc committee (Commissioners Kay and Eisele) and provide direction.

THE COMMISSION DIRECTED THE AD-HOC COMMITTEE TO CONTINUE ITS ASSIGNMENT AND TO ACQUIRE INFORMATION FROM OTHER LAFCOs, INSTEAD OF SPENDING MONEY ON OUTSIDE CONSULTANTS.

d) **Nominations for CALAFCO Board of Directors and Annual Awards; Appointment of Delegate to Vote for CALAFCO Board of Directors**

Nominations for the CALAFCO Board of Directors were due on August 8, 2004 and nominations for the annual awards are due by August 26, 2004. The Commission will consider appointment of its delegate to cast votes in the election for the CALAFCO Board of Directors.

THE COMMISSION DESIGNATED COMMISSIONER MARTIN TO SERVE AS LAFCO OF NAPA COUNTY'S DELEGATE AT THE 2004 CALAFCO BOARD OF DIRECTORS ELECTIONS.

9. COMMISSION DISCUSSION

a) **Audit Report for Year Ended June 30, 2003**

The Auditor-Controller will present the Commission with an audit report for Fiscal Year 02-03 from the firm of Bartig, Basler & Ray.

REPORT PRESENTED. NO ACTION TAKEN.

b) ***Comprehensive Water Service Study: Draft Service Review Determinations for Berryessa Agencies and Proposed Governance Study***

The Commission will review draft determinations for the water service study as it relates to three Berryessa agencies: Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, and Spanish Flat Water District. Staff will make a presentation on its recommendation that a governance study be conducted to determine whether any reorganization options would benefit the residents of the area.

DRAFT DETERMINATIONS PRESENTED. NO ACTION TAKEN.

c) **LAFCO Studies: Service Reviews, Sphere of Influence Updates, and Governance Studies**

The Commission will receive an oral report on the status of various studies being conducted by staff, including the service reviews the Napa County Mosquito Abatement District and Landscaping and Lighting Services, the *Comprehensive Study of the City of Napa*, and the governance study for the Napa Sanitation District.

REPORT PRESENTED. NO ACTION TAKEN.

d) ***Draft Amendments to Policies Regarding the Positions of Public Member and Alternate Public Member***

The Commission will review an amendment to its policies to require that future appointments of the public and alternate public members divide the positions between the Up-Valley (including the cities of Calistoga, St. Helena, and Yountville) and South County (including the cities of American Canyon and Napa).

NO ACTION TAKEN. WILL REVIEW POLICY & DISCUSS AT THE OCTOBER 14, 2004 MEETING.

e) **Legislative Report**

The Commission will review and discuss a report concerning the current legislative session.

REPORT PRESENTED. NO ACTION TAKEN.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

NO REPORTABLE ACTION TAKEN.

NONE.

MEETING ADJOURNED.

Chair

Executive Officer

Commission Secretary

The making of the motion and second are reflected respectively in the order of the recorded vote.